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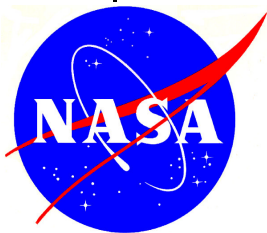
*Integrated Financial Management Program*

*Core Financial*

*Course Name: Invoice Processing in MM  
(Materials Management)*

*Data Packet*

*End-User*



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## TOPIC 1: Enter Invoice or Credit Memo Data in MM

### Activity 1: Enter Invoice Data and Park Invoice (Invoice or Credit Memo) in MM

The AP Office received an Invoice from a Vendor. The terms on the PO are net 30. The invoice is billing for all items and the invoice total includes a charge for freight. Enter the available data for the invoice and Park it. Note the SAP parked invoice document number on the hard copy of the invoice.

#### Data - Enter Invoice

FIELD	DATA
Transaction Code	MIR7 (ZMIR7 for Park only)
<b>Basic Data Tab</b>	
Company Code	NASA
Invoice Date	Two working days prior to today
Reference	<i>See XRC MM Supplemental Data Sheet</i>
Date of Rcpt	Today's Date
Purchase Order	<i>See XRC MM Supplemental Data Sheet</i>
Amount	110.00
<b>Payment Tab</b>	
Payment Method	D
Payment Supplement	22
Payment Terms	3K30 (3% in 15 days/net 30)
<b>Details Tab</b>	
Inv. Party (ZREM – remit-to vendor)	<i>See XRC MM Supplemental Data Sheet</i>
Date of Rcpt	Today's date

**NOTE:** To complete activity, refer to the Enter Invoice Data and Park Invoice (Invoice or Credit Memo) user procedure within the OLQR.

## TOPIC 1: Enter Invoice or Credit Memo Data in MM

### Activity 2: Adjust Invoice (including for tax, freight, etc.)

Upon review of an invoice from a Vendor, you have discovered that an invoice amount entered into SAP included a freight charge. The terms of the PO are FOB (Free On Board) destination. The goods receipts have been entered. Change the invoice amount to reflect the correct amount and post.

#### Data

FIELD	DATA
Transaction Code	MIR4
Invoice Doc. Number	Use invoice # created in activity 1 above
Fiscal Year	2003
<b>Basic Data tab</b>	
Amount	100.00
<b>PO Reference tab</b>	
Multiple Account Assignment Amount	100.00
Quantity	2

**NOTE:** To complete activity, refer to the Adjust Invoice user procedure within the OLQR.

## TOPIC 1: Enter Invoice or Credit Memo Data in MM

### Activity 3: Reject Invoice (Return)

After reviewing invoice from a Vendor, it was determined to be improper. Note the reason why the invoice is improper on the notes tab and reject/return the invoice.

#### Data

FIELD	DATA
Transaction Code	MIR4
Invoice Doc. Number	<i>See XRC MM Supplemental Data Sheet</i>
Fiscal Year	2002

**NOTE:** To complete activity, refer to the Reject Invoice user procedure within the OLQR.

## TOPIC 1: Enter Invoice or Credit Memo Data in MM

### Activity 4: Enter Invoice Data and Park Invoice (Invoice or Credit Memo) in MM

The AP Office received an Invoice from a Vendor. The terms on the PO are net 30. Enter the available data for the invoice and Park it. Note the SAP parked invoice document number on the hard copy of the invoice.

#### Data

FIELD	DATA
Transaction Code	MIR7
<b>Basic Data Tab</b>	
Company Code	NASA
Invoice Date	Two working days prior to today's date
Reference	<i>See XRC MM Supplemental Data Sheet</i>
Amount	50.00
Date of Rcpt	Today's Date
<b>PO Reference tab</b>	
Purchase Order	<i>See XRC MM Supplemental Data Sheet</i>
Mult. Acct. Assignment Amount	50.00
<b>Payment Tab</b>	
Payment Method	D
Payment Supplement	22
Payment Terms	3Q30 (3% in 20 days/net 30)
<b>Details Tab</b>	
Invoicing Party (ZERM – remit-to vendor)	<i>See XRC MM Supplemental Data Sheet</i>

**NOTE:** To complete activity, refer to the Enter Invoice Data and Park Invoice (Invoice or Credit Memo) user procedure within the OLQR

## **TOPIC 1: Enter Invoice or Credit Memo Data in MM**

### **Activity 5: Change Invoice to Park Complete and Route Invoice**

After review, a parked invoice was found to be valid. Change the invoice to park complete and route invoice to the appropriate Approving Official for approval.

#### **Data**

FIELD	DATA
Transaction Code	MIR4
Invoice Doc. Number	Use invoice # created in Topic 1 - Activity 4 above
Fiscal Year	2003

**NOTE:** To complete activity, refer to the Enter Invoice Data and Park Invoice (Invoice or Credit Memo) user procedure within the OLQR

## **TOPIC 2: Validate Invoice**

### **Activity 1: Check for Proper Approvals**

Log into your workplace inbox and check for message from approving officials that approved or disapproved an invoice.

**Note:** No data needed for this exercise. This exercise will be a demonstration by the trainer only.



## TOPIC 2: Validate Invoice

### Activity 2: Adjust Payment Amount as Necessary, Set Flag (If Final Payment), Match Disbursement to Cost and Post Invoice

An approval has been received to pay a final invoice for a Vendor for an amount less than the amount of the invoice. In SAP, adjust the payment amount as required, set flag to mark as final payment and post invoice.

#### Data – Adjust Payment Amount as Necessary

FIELD	DATA
Transaction Code	MIR4
Invoice Doc. Number	Use invoice # created in Topic 1 - Activity 4 above
Fiscal Year	2003
<b>Basic Data tab</b>	
Amount	20.00
<b>PO Reference tab</b>	
Mult. Acct. Assgt. Amount	20.00

In this exercise, we have combined several activities that can be performed at the same time.

**NOTE:** It is very important to click the multiple account assign button to assign the amount to the ALI (Accounting Line Item). Also, De-select any ALI's that are not applied to this payment.

**NOTE:** To complete activity, refer to the Adjust Payment, Match Disbursement to Cost (Non CCR/533 Contracts), and Enter Invoice Data and Park Invoice (Invoice or Credit Memo) user procedures within the OLQR

## TOPIC 3: Correct Erroneous Posted or Paid Invoices

### Activity 1: Move Disbursement

An Invoice was paid in error on the wrong FCS. Move the disbursement to the correct FCS by creating and posting a credit memo and re-entering the invoice.

#### Data – Enter Credit Memo

FIELD	DATA
Transaction Code	MIRO
<b>Basic Data Tab</b>	
Transaction	Credit Memo *
Invoice Date	Two working days prior to today's date
Reference	<i>See XRC MM Supplemental Data Sheet</i>
Date of Rcpt.	Today's Date
Amount	1,000.00
<b>PO Reference tab</b>	
Purchase Order/scheduling agreement	<i>See XRC MM Supplemental Data Sheet</i>
Mult. Acct. Assgt.	1,000.00
<b>Payment Tab</b>	
Payment Method	D
Payment Supplement	22
<b>Details Tab</b>	
Inv. Party (ZREM)	<i>See XRC MM Supplemental Data Sheet</i>
Notes Tab	<i>See XRC MM Supplemental Data Sheet</i>

\* It is very important to remember to change your transaction back to "Invoice" after entering the Credit Memo. Otherwise, your next document will be created as a Credit Memo rather than a regular Invoice.

#### Data – Re-Enter Invoice and Post

FIELD	DATA
Transaction Code	MIRO
<b>Basic Data Tab</b>	
Transaction	Invoice
Invoice Date	Two working days prior to today's date
Reference	<i>See XRC MM Supplemental Data Sheet</i>
Date of Rcpt.	Today's Date
Amount	1,000.00
<b>PO Reference tab</b>	
Purchase Order/scheduling agreement	<i>See XRC MM Supplemental Data Sheet</i>
Mult. Acct. Assgt. Amount	1,000.00 (ALI 2)*

<b>Payment tab</b>	
Payment Method	D
Payment Supplement	22
<b>Details tab</b>	
Inv. Party (ZREM)	<i>See XRC MM Supplemental Data Sheet</i>
Notes Tab	<i>See XRC MM Supplemental Data Sheet</i>

\* It is very important to remember to select the multiple account assignment button to change your amount to the 1,000 as well.

### **Data – Clear Vendor**

FIELD	DATA
Transaction Code	F-44
Account	<i>See XRC MM Supplemental Data Sheet</i>
Document Number	Enter the Credit memo document number and the Re-Enter Invoice and Post document number created above in Topic 3 – Activity 1

No Data for JV because the disbursement were moved within the same fund.

**NOTE:** To complete activity, refer to the Enter Invoice Data and Park Invoice (Invoice or Credit Memo) and Clear Down Payment and Post (F-44) user procedures within the OLQR.

## **TOPIC 3: Correct Erroneous Posted or Paid Invoices**

### **Activity 2: Reverse Invoice & Make Corrections, Re-Enter Invoice, Reference Original Invoice and Post**

An invoice was blocked from the payment proposal because it was entered with errors. The invoice must be corrected in order to pay the bill. Reverse the original invoice by canceling the invoice document, re-enter the invoice correctly, reference the previous SAP invoice document number in the screen (payment tab) and post.

#### **Data – Reverse Invoice**

FIELD	DATA
Transaction Code	MR8M
Document Number	Use Document # created in Topic 1 - Activity 1 above
Company Code	NASA
Fiscal Year	2003
Reversal reason	01
Posting Date	Today's date

### Data – Re-Enter Invoice, Reference Original Invoice and Post

FIELD	DATA
Transaction Code	MIRO
<b>Basic Data tab</b>	
Invoice Date	Two working days prior to today's date
Reference	<i>See XRC MM Supplemental Data Sheet</i>
Date of Rcpt.	Today's Date
Vendor (ZREM)	<i>See XRC MM Supplemental Data Sheet</i>
Amount	100.00
<b>PO Reference tab</b>	
Purchase Order/Scheduling Agreement	<i>See XRC MM Supplemental Data Sheet</i>
Mult. Acct. Assgt. Amount	100.00
Quantity	1
<b>Payment tab</b>	
Payment Method	D
Pmnt. Meth. sup.	22
<b>Details tab</b>	
Notes Tab	Reference the Original invoice number created in Activity 1 above

**NOTE:** To complete activity, refer to the Make Corrections, Re-Enter Invoice and Reference Original Invoice and Post user procedure within the OLQR.

## TOPIC 3: Correct Erroneous Posted or Paid Invoices

### Activity 3: Cancel First Transaction in SAP, Re-enter Invoice & Schedule Replacement Payment

The Vendor Payment Processor has determined that a pending payment needs to be cancelled and re-entered prior to being sent to Treasury. Reset the cleared item, cancel the first invoice in SAP and re-enter and post the invoice.

#### Data – Cancel Original Disbursement (Reset Cleared Items)

FIELD	DATA
Clearing Document Number	<i>See XRC MM Supplemental Data Sheet</i>
Fiscal Year	2002
Reversal Reason	01

We will not do the rest of the steps for this script/user procedure because you have already done a MR8M (reverse) and a MIRO transaction in other exercises.

**NOTE:** To complete activity, refer to the ‘Cancel First FI Transaction in SAP, Re-Enter Invoice and Schedule Replacement Payment’ user procedure within the OLQR.

### **TOPIC 3: Correct Erroneous Posted or Paid Invoices**

#### **Activity 4: Cancel Disbursement, Create and Post Credit Memo, Clear Document, Post Corrected Invoice**

The user procedures for this activity will be a class discussion only. Due to the fact that this exercise involves more than just the AP functions to complete it